

 <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p>	Type: <input type="checkbox"/> Informational Memorandum (IM) <input checked="" type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)	
	Issuance Date: 08/19/13	Obsolete Date: 10/31/2013
	Response Due: REGISTER FOR TRAINING BY 8/30/2013	
	Log No.: 13-101	
	Contact: MISACWIS@michigan.gov	
	Originating Office: MISACWIS/Office of Workforce Development & Training	
	Subject/Title: MiSACWIS Training: Workers, Managers & Clerical	
	Distribution: <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input checked="" type="checkbox"/> DHS Child Welfare Staff <input checked="" type="checkbox"/> Private Agency Child Welfare Staff <input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input type="checkbox"/> Data Management <input checked="" type="checkbox"/> DHS County Directors <input type="checkbox"/> Adult Services Staff <input type="checkbox"/> Other: </div> <div style="width: 35%;"> <input checked="" type="checkbox"/> BCAL <input checked="" type="checkbox"/> CWTI <input checked="" type="checkbox"/> SACWIS </div> </div>	

On October 21, 2013 child welfare staff will begin using the Michigan Statewide Automated Child Welfare Information System (MiSACWIS) to document case management activities. In order to prepare Department of Human Services (DHS) and contracted child welfare agency staff to work in the new system, web-based and classroom training will be delivered statewide to workers, managers and clerical support staff.

MiSACWIS Web-Based Training

There are six Web-based Trainings (WBT), each composed of two or more courses, which will guide MiSACWIS users through system functions and provide direct entry and practice in a simulated MiSACWIS environment. The courses reinforce and complement what users will learn during classroom training. A series of seven of these courses, all contained in the Introduction to MiSACWIS WBT, are *required* to prepare staff for classroom training (bolded in list below). Required courses must be completed in the order presented below. The number in parentheses indicates the approximate length of time it will take the average user to complete the course.

Completion of the first seven courses fulfills the requirements to register for classroom training and all 23 courses will then be available to view as many times as desired. Users will receive their remaining WBT assignments during classroom training. They are specific to user roles and must be completed before October 21, 2013.

Introduction to MiSACWIS WBT

- **About This Training (10 minutes)**
- **Get Started in MiSACWIS (20 minutes)**
- **Navigate in MiSACWIS (15 minutes)**
- **General Tasks in MiSACWIS (25 minutes)**
- **Support Using MiSACWIS (15 minutes)**
- **Introduction to Financial Management (10 minutes)**
- **Access MiSACWIS (15 minutes)**
- **MiSACWIS Security Training (1 hour)**

Manage Financial Information WBT

- **Manage Payments (15 minutes)**

Manage Person Information WBT

- Manage a Person Overview (15 minutes)
- Record a Person Profile (20 minutes)
- Record a Health Profile (20 minutes)
- Record Education and Financial Profiles (15 minutes)

Manage Assessments/Investigations and Cases WBT

- Record Assessments (25 minutes)
- Record a Case Profile (25 minutes)
- Record Social Work Contacts (15 minutes)
- Record Provider Information (25 minutes)
- Record Initial Removal and Placement (20 minutes)

Manage Court Information WBT

- Record Court Actions Part 1: Petitions, Motions, and Hearings (20 minutes)
- Record Court Actions Part 2: Orders and Findings (15 minutes)
- Record Legal Status and Appeals (15 minutes)

Manage Reports and Staff WBT

- Manage Reports, Forms, Notices, and Letters (15 minutes)
- Manage Staff (20 minutes)

To access WBT courses, log into OmniTrack Plus (aka JJOLT) and choose the *MiSACWIS* folder, then the *Introduction to MiSACWIS WBT* folder. Click the link to view a course.

Note about WBT:

- Click the link to begin the course; the course will start automatically.
- Each course has a post-test that must be passed with 70% or higher for credit to be given. Exception: Based on federal requirements, the MiSACWIS Security Training requires 90% or higher for credit to be given.
- An email will be sent to the staff and his/her supervisor after successful completion of each course.
- For any course that is estimated to take between 10-15 minutes to complete, .3 hours of in-service training credit will be documented; for any course that is estimated to take between 20-25 minutes to complete, .5 hours of in-service training credit will be documented. In-service training credit will be awarded only one time for completion of each WBT course.

MiSACWIS Classroom Training –Registration Deadline August 30, 2013

Once all required WBT courses are completed, staff will be eligible to be registered for a classroom training session. The MiSACWIS liaison should work with the local office/agency director to identify when and where staff should attend training. The local training facility coordinator (TFC) should register staff for training.

Do not register staff in a full class, registration in a class that is at capacity will result in the staff being put on a wait list. Being on a wait list will prohibit registration in other sessions. Being on wait lists and canceling registrations may cause a delay and result in having to attend training on a less desirable date or location. To avoid duplication of efforts and to assure local staff coverage, **training cancelations will only be accepted**

from TFCs or the participant's supervisor. Cancellation requests should be sent to Dawn Brown at BrownD3@michigan.gov and contain the following information:

- Subject line "Cancel MiSACWIS training"
- Employee full name or OmniTrack Plus user ID
- Class Name (MiSACWIS Worker or MiSACWIS Manager and Clerical)
- Date and location of the training desired to be canceled
- Class number

Training staff will not be responsible for re-registering staff into another training. Once the person has been canceled, a reply email will be sent and the staff will then be eligible to be registered for a future training session.

The registration deadline is August 30, 2013. Training reports listing the staff who have registered for training will be sent to the MiSACWIS liaisons after the registration deadline to ensure that all appropriate staff get registered for training. Upon registration, an email acknowledging registration will be sent to the participant and supervisor; note this is not a confirmation. A confirmation for attendance will be sent via email the Wednesday before the class is to begin. **Participants must print and bring the confirmation to class.**

Classroom training is two days long from 9am to 4pm each day and will be offered statewide between September 9, 2013 and October 18, 2013. During these training sessions, a general overview of MiSACWIS will be provided and participants will have an opportunity to practice role-based tasks within a training environment. It is imperative that all MiSACWIS users are trained; space is limited to the dates and locations listed in the attached *MiSACWIS Worker Training Schedule* and *MiSACWIS Manager & Clerical Training Schedule*. If more than one hour of classroom instruction is missed over the two days, the participant will be asked to return to his or her office and register for a future session. Twelve hours of in-service credit will be recorded centrally for completion of classroom training. Some of the classes will be completed in fiscal year 2013, classes that are completed September 30, 2013 or earlier will be marked complete on the system by October 31, 2013. Please be aware that local in-service training reports produced during this time may not reflect these training hours until after November 1, 2013.

The following MiSACWIS users **must** register for "MiSACWIS Worker" classroom training:

- Adoption workers
- Centralized intake workers
- Child foster care worker and unaccompanied refugee minor (URM) foster care workers
- Child protective services workers, including Maltreatment in Care workers
- Juvenile justice workers
- Licensing workers
- Subsidy/child welfare funding specialists
- Child Protection Working Together as Community Partners (CP/CP) – prevention workers
- Guardianship workers
- Interstate Compact on the Placement of Children central office staff

The following MiSACWIS users **must** register for "MiSACWIS Manager and Clerical" classroom training:

- First-line supervisors for the staff listed above
- Clerical support staff who will be using MiSACWIS

- Contracted foster care private agency and child caring institution (CCI) payment roster approvers – this is a new role in MiSACWIS. They cannot be caseload-carrying workers. They will be validating the payment roster in MiSACWIS, which will replace the “bubble sheet.”

MiSACWIS users who attended the train-the-trainer, local office/agency expert (LOE), or pilot training, do not need to attend the statewide training.

The following staff may register for classroom training:

- Health Liaison Officers
- Michigan Youth Opportunities Initiative staff
- Educational Planners
- Peer Coaches
- Office of Children’s Ombudsman staff
- Office of Family Advocate staff

Managerial staff who will not attend the MiSACWIS classroom training, e.g., program managers, second-line supervisors and directors, will have the access to the following support:

- All 23 WBTs.
- “Show-me” animations within the application, which demonstrate how to complete a task.
- Detailed online help instructions within the application and a MiSACWIS User Guide (a sub-set of the online help that can be printed).
- The Getting Started Guide, which includes instructions for signing on to the application and an overview of the application and general navigation.
- A “sandbox” training environment. The training exercises that the participants will complete during the classroom training will be posted to the MiSACWIS website. A separate communication will be sent about the sandbox.
- Local Office Experts will provide assistance.

The Local Office Security Coordinator will also receive a user guide and be given several options for participating in web-based conference calls to learn how to enroll and dis-enroll staff in MiSACWIS.

Classroom Training Travel and Reimbursement

The MiSACWIS project will be reimbursing the travel cost for staff to attend classroom training. Staff must be registered for the closest location possible to their home or office. If the closest location is full, staff must attend the next closest location. MiSACWIS project staff will run training registration reports and validate overnight travel expenses. **Please note that staff must live and work at least 100 miles from the training site in order to be approved overnight accommodation reimbursement.** Expenses will not be paid if staff complete training that is not close to their work or home. Please review the attached *MiSACWIS Time & Expense PowerPoint*, as well as the instructions for non-state employees and state employees.

If you have questions about the MiSACWIS system, please access the MiSACWIS website using your SWSS/SWSS Web user name and password at <https://www.mdhs.michigan.gov/misacwis/>. You may also email specific questions to MiSACWIS@michigan.gov. If you have trouble accessing a WBT or registering for classroom training, please contact the CWTI help desk at DHS-CWTIOTP@michigan.gov or 313-456-2603. Email any reasonable accommodation requests for classroom training to DHSTraining@michigan.gov, please include training name, date and location, as well as the name of the employee who needs accommodations and the type of accommodation requested.

MiSACWIS Training in Pre-Service Institute (PSI) and Program Specific Transfer Training (PSTT)

CWTI will assure new caseworkers are trained in the MiSACWIS case management system. For all training that concludes prior to the implementation of MiSACWIS, SWSS will be taught and the caseworker's supervisor must ensure the caseworker is enrolled in a statewide rollout training session before, after or during one of the field weeks of the PSI or PSTT. For all training that concludes after the implementation of MiSACWIS, MiSACWIS will be taught as part of the training.

As supervisors are preparing to send newly hired staff to training over the next couple of months, please note the following:

1. During the transition from the SWSS system to MiSACWIS, support from the supervisor, mentor and MiSACWIS local office expert is strongly recommended for any trainee being assigned cases.
2. Trainees starting PSI on or before August 5, 2013 must be separately enrolled in the 2-day MiSACWIS Worker training.
3. Trainees starting PSI on September 2, 2013 or after will receive MiSACWIS training as part of the PSI, and will not need to separately enroll for this training.
4. Training confirmation notices will provide further information, including schedules, for each caseworker enrolled in PSI training.

Attachments

- *MiSACWIS Manager & Clerical Training Schedule*
- *MiSACWIS Worker Training Schedule*
- *MiSACWIS Time & Expense PowerPoint*
- *Instructions for travel voucher Non State Employee Training*
- *Instructions for travel voucher State Employee Training*

Instructions for Travel Reimbursement for Non-State Employees

1. For reimbursement of mileage and meals associated with travel to the MiSACWIS Training, please complete the DHS-1582-TV-NSE form. Refer to the form instructions on page 2 for specific questions.
2. The DHS 1582-TV-NSE form for expenses incurred during fiscal year 2013, **must be submitted for reimbursement no later than October 10, 2013.**
3. Please attach all **original** meal receipts to the travel voucher form. Meals will be reimbursed for the actual costs on the receipts submitted or the approved rate, whichever is less. You will be reimbursed for meals associated with your trip as long as they meet the state guidelines. Please refer to the following website for the state guidelines: http://www.michigan.gov/dmb/0,1607,7-150-9141_13132---,00.html.

Note: Per Communication Issuance 13-090, *Training Update Following Travel Restrictions*, hotel accommodations will only be reimbursed if the training site is over 100 miles from a person's work or home, whichever is closer.

4. In order to receive payment you must be registered on MAIN and authorize electronic fund transfer. You can go to http://www.michigan.gov/budget/0,1607,7-157-13404_37161-179392---,00.html to register on line. You may call (888) 734-9749 for assistance.
5. All Non-State Employee Travel Vouchers (DHS 1582-TV-NSE) must have a Payment Voucher (DHS- 1582) attached from the agency. A certification letter must be attached to the Payment Voucher. Do not write in Box 12. Do not write in Boxes 16 thru 36. These spaces are reserved for central office use only. Contact information can be entered in Box 15 as *Name / Phone Number / Email Address*. The certification letter must be on **agency letterhead** and is required from the agency certifying that all travel receipts and totals from the Travel Voucher have been audited and are accurate.
6. On the form, use **Index code: 17510, PCA: 16156 and AOBJ: 6171** on your travel voucher form; these codes are only to be used for these MiSACWIS training.
7. Sign and date the form. **Do not have your supervisor sign your form**, as the MiSACWIS staff will sign your voucher.
8. Send the completed travel voucher form and receipts to:

MiSACWIS Project Office
One Michigan Ave.
120 N. Washington Square, 3rd Floor
Lansing, MI 48933

If you have questions regarding travel reimbursement, please contact the MiSACWIS project staff via email at MiSACWIS@Michigan.gov

Instructions for Travel Reimbursement for State Employees

1. For reimbursement of mileage and meals associated with travel to the MiSACWIS training, please enter your expenses in the MI Time & Expense system.
2. If you have additional travel during the month that is charged to your local accounting codes, you will need to follow the instructions in the MiSACWIS Time & Expense PowerPoint to associate the travel expenses to the correct coding blocks.
3. Once you complete and submit your expenses in MI Time & Expense, please print the Detail page and tape all receipts to a blank sheet of paper in date order.
4. Meals and lodging (if applicable) will be reimbursed for the actual costs on the receipts submitted or the approved rate, whichever is less. You will be reimbursed for meals associated with your trip according to the state travel guidelines.

Note: Per Communication Issuance 13-090, *Training Update Following Travel Restrictions*, hotel accommodations will only be reimbursed if the training site is over 100 miles from a person's work or home, whichever is closer.

5. In the Code Block fields, enter:
 - a. AY: 13
 - b. Index code: 17510
 - c. PCA: 16156.

You may only use these codes for the MiSACWIS training sessions.

Supervisory Approval

Field supervisors will be approving the MiSACWIS training expenses in MI Time & Expense. On the Summary screen, please ensure the correct expenses are associated to the MiSACWIS coding block and any other travel is associated to your regular code blocks. The attached PowerPoint presentation details the procedures.

Travel for expenses incurred during fiscal year 2013 must be entered and approved in MI Time & Expense no later than October 15, 2013.

Questions: If you have questions regarding travel reimbursement, please contact the MiSACWIS project staff via email at MiSACWIS@Michigan.gov

MISACWIS Man Clerical Training

User Group	LOCATION	Sept 9 - 10, 2013	Sept 11 - 12, 2013	Sept 13 & 16, 2013	Sept 17 - 18, 2013	Sept 19 - 20, 2013	Sept 23 - 24, 2013	Sept 25 - 26, 2013	Sept 27 & 30, 2013	Oct 1 - 2, 2013	Oct 3 - 4, 2013	Oct 7 - 8, 2013	Oct 9 - 10, 2013	Oct 11 & 14, 2013	Oct 15 - 16, 2013	Oct 17 - 18, 2013	Total # of Managers trained	# of classes delivered
Manager	Detroit Cadillac Place Computer Room 1	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	270	15
Manager	Detroit Cadillac Place Computer Room 5	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	56	4
Manager	Redford Computer Room 1	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	300	15
Manager	Redford Computer Room 2	20	20	20	20	X	X	X	X	X	X	X	X	X	X	X	60	3
Manager	Lansing PNC/One Mich Charlevoix Room	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	300	15
Manager	Lansing Training Center Room 2E	14	14	14	14	X	X	X	X	X	X	X	X	X	X	X	56	4
Manager	Grand Rapids Computer Room B	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	204	12
Manager	Genesee DHS, Clio Road, Flint	15	15	X	X	X	X	X	X	X	X	X	X	X	X	15	60	4
Manager	Gaylord Computer Room	X	13	13	X	X	X	X	X	13	13	X	X	X	X	X	52	4
Manager	Cheboygan	22	X	X	X	22	22	X	X	X	X	X	X	X	X	X	66	3
Manager	Marquette Room	15	X	X	15	X	X	X	X	X	X	X	X	X	X	X	30	2
# of students trained		161	137	122	104	97	97	75	75	88	88	89	89	72	87	73	1454	81

"X" denotes this room/date combination is not available.

MISACWIS End-User Training Schedule

LOCATION	Sept. 9 - 10, 2013	Sept. 11 - 12, 2013	Sept. 13 & 16, 2013	Sept. 17 - 18, 2013	Sept. 19 - 20, 2013	Sept. 23 - 24, 2013	Sept. 25 - 26, 2013	Sept. 27 & 30, 2013	Oct. 1 - 2, 2013	Oct. 3 - 4, 2013	Oct. 7 - 8, 2013	Oct. 9 - 10, 2013	Oct. 11 & 14, 2013	Oct. 15 - 16, 2013	Oct. 17 - 18, 2013	Total # of End Users Trained	# of classes delivered
Detroit Cadillac Place Computer Room 2	20	20	20	20	20	20	20	20	20	20	20	20	20	X	X	260	13
Detroit Cadillac Place Computer Room 3	20	20	20	20	20	20	20	20	20	20	20	20	20	X	X	260	13
Detroit Cadillac Place Computer Room 4	20	20	X	20	20	20	20	20	20	20	20	20	20	20	X	260	13
Lansing Training Center Room 3A	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	300	15
Lansing Training Center Room 2B	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	270	15
Lansing Training Center Room 2C	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	210	15
Lansing Training Center Room 2E	X	X	X	X	14	14	14	14	14	14	14	14	14	14	14	154	11
Redford Computer Room 2	X	X	X	20	20	20	20	20	20	20	20	20	20	X	X	200	10
Redford Computer Room 3	20	20	20	20	20	20	20	20	20	20	20	20	20	X	X	260	13
Redford Computer Room 4	20	20	20	20	20	20	20	20	20	20	20	20	20	X	X	260	13
Grand Rapids Computer Room A	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	270	15
Kent County DHS room	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	180	15
Cheboygan	X	22	22	22	X	X	22	22	22	22	X	X	X	X	X	154	7
Grand Rapids Computer Room B	X	X	X	X	X	X	X	X	X	X	X	X	17	17	17	51	3
Genesee DHS, Clio Road, Flint	X	X	15	15	15	15	15	15	15	15	15	15	15	X	X	165	11
Gaylord Computer Room	13	X	X	13	13	13	13	13	X	X	13	13	13	13	13	143	11
Marquette Room	X	20	20	X	20	X	X	X	X	X	X	X	X	X	X	60	3
Escanaba Computer Room	X	X	X	X	X	X	X	X	20	20	X	X	X	X	X	40	2
# of students trained	195	224	219	252	264	244	266	266	273	273	244	244	261	146	126	3497	198

"X" denotes this room/date combination is not available

Time & Expense for MISACWIS

Travel

Different Coding Block codes for
travel expenses within the same
month

Expense Details

Expense - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address: https://iso.state.mi.us/dcs/TimeAndExpense/TripAction.action

Mi Time & Expense

Welcome WOLVEND [Logout]
Name: GUILFORD, DAWN MARIE Proc. Lvl: 4301 HRMN Dept: B2300 ACCOUNTING

Request ID: 107601 Emp ID #: 107601 < Previous Page

Expenses Coding Block Liquidations Summary History

From: 07/14/2010 To: 07/18/2010

Nature of official business: Sample Travel

User event description: 255

Expense type: ☒ Travel ☐ Non-Travel

Out-of-state travel: ☐ Out-of-state auth code(s):

* - Required fields

Save Modify

Version: 0

Done

Novell GroupWise... Microsoft PowerPoint... C:\Documents an... Expenses - Wolv... Trusted sites

Enter the From and To dates of your travel. Please do not overlap dates with another voucher.

For the MiSACWIS training:

- Enter "Training" in the Nature of Official Business box
- Enter "(4) Mission Critical Administrative Travel" in the User event description.
- Click "Save" and then click on the Expenses tab.

Travel Details

Expense - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address: https://sso.state.mi.us/dcs/TimeAndExpense/TripIdAction.action

Mi Time & Expense

Home Page Expense List Page >> Expense
Request Id: 29289 Emp ID #: 107601 Name: GUILFORD, DAWN MARIE Proc. Lvl: 4301 HRMN Dept: B2300 ACCOUNTING
Welcome WOLVEND [Logout]

ID Expenses Coding Block Liquidations Summary History
Expense Summary

Line	Date	Expense Type	Amount
		Total expenses:	0.00
		Advance	0.00
		Outstanding:	0.00

Add Delete

Expense Details (- Required fields)
Date: 07/14/2010 From: LANSING To: PLEASANT Michigan
Round trip ☒ Departure 5:50 AM Return 7:00 PM
Expense Type: late Non Taxable Miles 142 Vicinity Miles 0 Total Miles 142 Common Miles? YES
Reimbursement amount: 51.4 Travel and Other Reimbursement Rate: 0.362
Comments

Supervisor Certifies Reviewing Supporting Documentation
Save Version: 0 Apply

Main Menu
Home Page
Employee
Manager
Statewide
Help

Done
Novel GroupWise... Mail From: Rules... Microsoft PowerPoint... C:\Documents and Settings\WOLVEND\My Recent Documents\Expense - Microsoft... Trusted sites
5:31 PM

This example shows mileage for one day. Please complete all fields.

Enter "MisACWIS Pilot Training" in the Comments box.

Coding Block Tab

Home Page >> Expense List Page >> Expense < Previous Page
 Request Id: 2200 Emp ID #: 133445 Name: LEATHERWOOD, JOAINE J. Proc. Lvl: 1901 HRMIN Dept: 84100 BUDGET & FINANCIAL SERVICES

ID Expenses Coding Block Liquidations Summary History

Expense Summary

Select All <input type="checkbox"/>					
Line	Date	Expense Type	Amount	Std?	Update?
1	03/23/2010	Miscellaneous - In State Non Taxable	\$ 71.83	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	03/23/2010	Lunch - In State Non Taxable	\$ 6.88	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	03/24/2010	Lunch - In State Non Taxable	\$ 7.15	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	03/25/2010	Lunch - In State Non Taxable	\$ 6.62	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	03/23/2010	Dinner - In State Non Taxable	\$ 12.79	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Users can have assigned coding blocks by expense line items for their reimbursement request.

Coding Block

Pct AY Index PCA Std Del
 100.00 ☒

<< >> Version: 0

Update Checked Rows

Error Source Error Code Description Severity

If you have two different coding block codes, your regular travel expenses and the MISACWIS training expenses, you must enter the Coding Block fields separately for both types of expenses.

Expense - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back

Forward

Stop

Home

Search

Favorites

Go

Links

Snooze

Print

Address: https://sso.state.mi.us/dcs/TimeAndExpense/Trip/daction.action

Mi Time & Expense

Welcome WOLVEND [Logout]

Request Id: 29289 Emp ID #: 107601 Name: GUILFORD, DAWN MARIE Proc. Lvl: 43 HRMN Dept: B2300 ACCOUNTING

< Previous Page

ID Expenses Coding Block Liquidations Summary History

Expense Summary

Line	Date	Expense Type	Amount	Std?	Select All	Update?
1	07/14/2010	Mileage - Standard - In State Non Taxable	\$ 51.40		<input type="checkbox"/>	<input type="checkbox"/>
2	07/14/2010	Lunch - In State Non Taxable	\$ 5.00		<input type="checkbox"/>	<input type="checkbox"/>
3	07/15/2010	Lunch - In State Non Taxable	\$ 5.00		<input type="checkbox"/>	<input type="checkbox"/>
4	07/16/2010	Lunch - In State Non Taxable	\$ 5.00		<input type="checkbox"/>	<input type="checkbox"/>
5	07/17/2010	Lunch - In State Non Taxable	\$ 5.00		<input type="checkbox"/>	<input type="checkbox"/>

Coding Block

Pct	AY	Index	PCA	Std	Dat
100.00				<input type="checkbox"/>	

<< >> Version: 0

Update Checked Rows

Main Menu

Home Page >

Employee >

Manager >

Statewide >

Help >

Done

Start

Novel GroupWise...

Mail From: Russ ...

Microsoft PowerP...

C:\Documents an...

Expense - Micro...

Trusted sites

5:36 PM

In the Coding Block tab, there will be a check mark in Std for all your expense lines. To add or change the coding, you will need to click on the “Select All” button at the top.

NOTE: Use the MiSACWIS project codes only for MiSACWIS training related expenses.

Coding Block Tab

Expense - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address: https://sso.state.mt.us/dfs/TimeAndExpense/TimeAndExpense.action

Mi Time & Expense

Home Page >> Expense List Page >> Expense

Request Id: 29289 Emp ID #: 107601 Name: GUILFORD, DAWN MARIE Proc. Lvl: 4301 HRMN Dept: B2300 ACCOUNTING

Welcome WOLVEND [Logout]

Links Go Links Logout

Home Page Expense List Page Expense Request Id Emp ID Name HRMN Dept Logout

ID Expenses Coding Block Liquidations Summary History

Expense Summary

Line	Date	Expense Type	Amount	Select All	Update?
1	07/14/2010	Mileage, Standard - in State Non Taxable	\$ 1.40	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	07/14/2010	Lunch - in State Non Taxable	\$ 5.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	07/15/2010	Lunch - in State Non Taxable	\$ 5.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	07/16/2010	Lunch - in State Non Taxable	\$ 5.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	07/17/2010	Lunch - in State Non Taxable	\$ 5.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Update Checked Rows

Coding Block

Pct AY Index PCA Std

100.00 10 44200 12345 0

Version: 0

When you click on the Select All box, it will put a check mark in the Update column.

- First, unselect the Update column for the non-MiSACWIS expenses.
- Enter the MiSACWIS, AY, Index and PCA.
- Do **not** check the Std box next to the coding information.
- Click the Update Checked Rows button.

Expense - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print

Address <https://sso.state.mt.us/dcs/TimeAndExpense/TrpIdAction.action>

Mi Time & Expense

ID

Expenses

Coding Block

Liquidations

Summary

History

Coding Block				
Pct	AY Index	PCA	Std	
100.00	10	12345		

Update Checked Rows

- Enter your regular, AY, Index and PCA codes.
- Do **not** check the Std box next to the coding information.
- Click the Update Checked Rows button.
- Do **not** use the Index and PCA used in this example.

Expense - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address Bar

Address: https://sso.state.mi.us/dcs/TimeAndExpense/TripId.action.action

Mi Time & Expense

Home Page >> Expense List Page >> Expense

Request Id: 29289

Emp ID #: 107601

Name: GUILFORD, DAWN MARIE

Proc. Lvl: 4301

HRMN Dept B2300 ACCOUNTING

Welcome WOLVEND [Logout]

Home Page

Employee

Manager

Statewide

Help

Expenses

Coding Block

Liquidations

Summary

History

Totals

Total Expenses (Non - Taxable): \$76.40

Total Expenses (Taxable): \$0.00

Total Expenses: \$76.40

Total Advance Liquidated: \$0.00 (Current Outstanding Advance - \$0.00)

Total Due To/(from) Employee: \$76.40 Before taxes

Summary By Category

Expense Category	Amount
IN-STATE NON-TAXABLE MEALS	25.00
IN-STATE NON-TAXABLE MILES	51.40

Summary By Coding Block

AY	Index	PCA	Grant	Ph	AG1	Project	Ph	AG2	AG3	Mult	Sid	Amount
10	44200	12945								N		76.40

Submit

Print Summary

Print Detail

Version: 0

Done

Novell GroupWise...

Mail From: Russ...

Microsoft PowerPoint...

C:\Documents an...

Expense - Wolv...

Trusted sites

5:39 PM

The Summary tab will give you totals of everything that has been entered. Verify the amount of MiSACWIS expense versus your other expenses and that they have correct coding. If all information is correct on this screen, click the Submit button.

Supervisory Approval

Expense - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back - Search Favorites

Address: https://iso.state.mi.us/dcs/TimeAndExpense/TripAction.action

Mi Time & Expense

Home Page >> Expense List Page >> Expense < Previous Page

Welcome GOKEM [Logout]

Request Id: 29289 Emp ID #: 107801 Name: GUILFORD, DAWN MARIE Proc Lvl: 4301 HRMN Dept B2300 ACCOUNTING

ID Expenses Coding Block Liquidations Summary History

Totals

Total Expenses (Non - Taxable):	\$76.40
Total Expenses (Taxable):	\$0.00
Total Expenses:	\$76.40
Total Advance Liquidated:	\$0.00 (Current Outstanding Advance - \$2.00)
Total Due To/(From) Employee:	\$76.40 Before taxes

Summary By Category

Expense Category	Amount
IN-STATE NON-TAXABLE MEALS	25.00
IN-STATE NON-TAXABLE MILES	51.40

Summary By Coding Block

AY	Index	PCA	Grant	Ph	AG1	AG2	AG3	Mult	Std	Amount
10	44300	12345						N		76.40

Supervisor must certify approval of supporting documentation on Expense tab

Version: 1

Approve Approve With Comments Reject Print Summary Print Detail

Done

Trusted sites

Microsoft PowerPoint...

Novell GroupWise...

GroupWise Find...

10:29 AM

Click on the Summary tab and verify:

- The totals under the taxable and non-taxable status.
- The MiSACWIS and the regular Coding Block AY, Index and PCA fields are correct.
- Verify the amounts.

Supervisory Approval

Expense - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address: https://sso.state.mi.us/dcs/TimeAndExpense/TripIdAction.action

Mi Time & Expense

Home Page >> Expense List Page >> Expense
Request Id: 29289 Emp ID #: 107601 Name: SULLIVORD, DAWN MARIE Proc. Lvl: 4301 HRMIN Dept B2300 ACCOUNTING Welcome GOKEM Logout

Totals

Total Expenses (Non - Taxable):	\$76.40
Total Expenses (Taxable):	\$0.00
Total Expenses:	\$76.40
Total Advance Liquidated:	\$0.00 (Current Outstanding Advance - \$2.00)
Total Due To/(From) Employee:	\$76.40 Before taxes

Summary By Category

Expense Category	Amount
IN-STATE NON-TAXABLE MEALS	25.00
IN-STATE NON-TAXABLE MILES	51.40

Summary By Coding Block

AY	Index	PCA	Grant	Ph	AG1	Projed	Ph	AG2	AG3	Multi	Std	Amount
10	44200	12345								N		76.40

Version: 1

Trusted sites 10:31 AM

If correct, click the "Approve" button.